

Nurse Recruiter Cover Letter

696 Spencer Point Cormierchester, IA 63699-5135

Dear Morgan Mraz,

I submit this application to express my sincere interest in the nurse recruiter position.

In the previous role, I was responsible for guidance to UK based Line Management regarding the interpretation and application of Human Resources policies and procedures whilst keeping abreast of current employment law issues.

Please consider my qualifications and experience:

- Works collaboratively with all services with nursing staff to assess and forecast staffing needs and to implement measures to meet these needs and evaluate the effectiveness of the changes implemented
- Electronically tracks variety of data, analyzes and prepares written oral reports for presentation to a varied audience such as staff nurses, managers, Chiefs, Associate Director for Patient Care Services, the Director, and outside agencies as requested
- Works with Human Resources to advertise nursing vacancies using variety of creative approaches including but not limited to job fairs
- Provide advisory services to nurse managers and/or nurse leaders regarding complex recruitment and placement issues, appointing authorities, hiring flexibilities, regulations
- Strong data analytics skills including the use of advanced Excel functions preferred
- Working knowledge of applicant tracking systems, preferably PeopleSoft
- Experience in a shared services/internal service delivery role preferred
- RN experience highly desirable

Thank you for considering me to become a member of your team.

Sincerely,